



# Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue, SE | Suite 1402, West Tower | Atlanta, Georgia 30334  
404-463-1980 | [www.ethics.ga.gov](http://www.ethics.ga.gov)

December 3, 2013

From: Holly LaBerge  
Executive Secretary

Dear Lobbyist:

## Renewing your Lobbyist Registration for 2014

**The online lobbyist registration renewal will be available from January 1, 2014 12:01 AM through 12:00 PM January 14, 2014**

Registered lobbyists, with no outstanding fees, fines and/or unfiled reports, may renew their lobbyist registration for calendar year 2014 via the electronic lobbyist access link <http://www.ethics.state.ga.us/efiling/default.aspx>. The system will be opened for online registration renewal beginning January 1, 2014 at 12:01 AM, and ending at 12:00 PM January 14, 2014. Payment of 2014 fees must be received by 5:00 PM January 14, 2014.

### 2014 LOBBYIST RENEWAL PROCESS

STEP 1	<ul style="list-style-type: none"><li>• EVERY CURRENT LOBBYIST, <u>with no outstanding fees, fines and/or unfiled reports</u>, must go to <a href="http://www.ethics.state.ga.us/efiling/default.aspx">http://www.ethics.state.ga.us/efiling/default.aspx</a> and complete the electronic renewal process.</li><li>• Answering questions in the renewal process will result in the calculation of your renewal fee.</li></ul>
STEP 2	<ul style="list-style-type: none"><li>• <b><u>CONGRATULATIONS - YOU ARE NOW A 2014 REGISTERED LOBBYIST AND ARE REQUIRED TO FILE DISCLOSURE REPORTS PER THE FILING SCHEDULE.</u></b></li></ul>
STEP 3	<ul style="list-style-type: none"><li>• Check your e-mail and print out the 2014 Lobbyist Registration Confirmation and Invoice you will receive <b>after</b> you complete the online renewal.</li></ul>
STEP 4	<ul style="list-style-type: none"><li>• Mail or hand deliver a copy of the 2014 Lobbyist Registration Confirmation and Invoice e-mail <b>and</b> your check or money order, payable to the Campaign Finance Commission, for the renewal amount due to the Georgia Government Transparency and Campaign Finance Commission. The Commission now accepts Visa, MasterCard and Discover credit cards for in person payments. We do not accept payment over the phone or online.</li></ul>
STEP 5	<ul style="list-style-type: none"><li>• <b>PAYMENT MUST BE RECEIVED BY 5:00 PM JANUARY 14, 2014.</b></li><li>• <b>Payment may be mailed or hand delivered.</b></li><li>• <b>We do not accept payment over the phone or online.</b></li></ul>
STEP 6	<ul style="list-style-type: none"><li>• <b>You may pick up your 2014 Lobbyist badge as soon as your renewal payment is received.</b> Lobbyists are welcome to bring their renewal payment with them when they come to pick up their 2014 identification badge once their renewals are completed online. The Commission now accepts Visa, MasterCard and Discover credit cards for in person payments. We do not accept payments over the phone or online.</li><li>• Prior year lobbyist picture will be used.</li></ul>

### **No renewal registrations will be accepted after 12:00 PM January 14, 2014.**

Lobbyists who fail to renew electronically during the renewal period must register as a new lobbyist with new registration(s). New registration(s) must be received via hard copy and are required to contain an original signed authorization to lobby. Copies will not be accepted. Lobbyist are required to specifically identify each group registration they are renewing for the upcoming calendar year.

## **Fees**

Each person registering as a lobbyist or renewing their lobbyist registration for 2014 is required to pay the following fees:

<b>Fees</b>	
Annual lobbyist registration:	Zero – Removed by HB142
Lobbyist 2014 Identification Card/Badge Fee:	<p>\$20.00</p> <ul style="list-style-type: none"><li>• Applicable to all individuals including state government employees that register as a lobbyist.</li><li>• Additional badges are available at the \$20 rate.</li><li>• Prior year lobbyist picture will be used.</li></ul>
Lobbyist Supplemental Registration Fee:	\$10.00 each (for each group registered after the initial registration)

Lobbyist fees may be paid by cash, check, money order, cashier's check or credit card (Visa, MasterCard or Discover). Lobbyist registration fees paid by check, money order or cashier's check may be mailed or hand-delivered to the Commission. Payment must be received by 5:00 PM January 14, 2014.

## **Photo Identification Badge**

Each 2014 registered lobbyist will be issued a 2014 lobbyist photo identification badge upon payment of the above noted fees. Each lobbyist while engaged in lobbying at the Capitol or in a government facility ***must*** display the identification badge in a readily visible manner. All identification badges must be picked up personally by the lobbyist to whom the badge is being issued.

## **Special Message to Local Level Lobbyists**

A local level lobbyist is required to file reports with the Commission ***and*** file a copy of such report with the election superintendent of each county involved if the report contains any expenditures relating to county or county school district affairs, ***and*** file a copy of such report with the municipal clerk (or if there is no municipal clerk, with the chief executive officer of the municipality) of each municipality involved if the report contains any expenditures relating to municipal affairs or independent school district affairs.

## **Lobbyist Expenditure Disclosure Reports**

The lobbyist expenditure disclosure report filing schedule is available on our website [www.ethics.ga.gov](http://www.ethics.ga.gov).

# Lobbyist Processing Hours

JANUARY 2014 LOBBYIST PROCESSING HOURS				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 New Years Day Office Closed	2 7:30 AM To 5:30 PM	3 7:30 AM To 5:30 PM
6 7:30 AM To 5:30 PM	7 7:30 AM To 5:30 PM	8 7:30 AM To 5:30 PM	9 7:30 AM To 5:30 PM	10 7:30 AM To 5:30 PM
13 7:30 AM To 5:30 PM	14 7:30 AM To 5:30 PM	15 7:30 AM To 5:30 PM	16 7:30 AM To 5:30 PM	17 7:30 AM To 5:30 PM
20 8:00 AM To 4:30 PM	21 8:00 AM To 4:30 PM	22 8:00 AM To 4:30 PM	23 8:00 AM To 4:30 PM	24 8:00 AM To 4:30 PM
27 8:00 AM To 4:30 PM	28 8:00 AM To 4:30 PM	29 8:00 AM To 4:30 PM	30 8:00 AM To 4:30 PM	31 8:00 AM To 4:30 PM

February, 2014 and forward Lobbyist Processing Hours will be 8:00 AM to 4:30 PM

**Questions on the lobbyist renewal process?**

**E-mail your questions to:**

**GAETHICS@ETHICS.GA.GOV**

**Do you have unfiled reports or late fees? You can check yourself:**

<b><u>Do I have Unfiled Reports?</u></b>	<b><u>Do I have unpaid Late Fees?</u></b>
<ul style="list-style-type: none"> <li>• <u>Log into your Lobbyist account via our website <a href="http://www.ethics.ga.gov">www.ethics.ga.gov</a> and select E-Filing System from the black toolbar.</u></li> <li>• <u>Unfiled reports will be listed on the very first screen aka the User Main Menu.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Go to <a href="http://www.ethics.ga.gov">www.ethics.ga.gov</a>.</u></li> <li>• <u>Select Search Reports &amp; Records from the black toolbar.</u></li> <li>• <u>Select Late &amp; Non-Filers Reports</u></li> <li>• <u>Enter your name.</u></li> </ul>